

DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000

IN REPLY
REFER To
DDC-TO

MEMORANDUM FOR DDC DEPOT COMMANDERS

SUBJECT: DOD FY99 Stock Readiness Program Guidance

In September 1999, DLSC-LDD published uniform guidance to establish a DOD Stock Readiness Program to include care of supplies in storage (COSIS). Copies of this guidance have been provided to all Depot Commanders and to each of your Stock Readiness Coordinators.

Until we can assess the total DDC requirements, the attached guidance is intended to define initial responsibilities and procedures for managing the Stock Readiness/COSIS Programs within the Distribution Depots. Please identify any shortfalls that prevent your depot from complying with the program requirements by no later than May 17, 1999.

Any questions on the Stock Readiness Program should be referred to Mr. J.V. Gray, DDC-TO, DSN 977-2822 or email: jvgray@ddc.dla.mil.

PATRICK J "MCC
Director of Distribution Operations

Attachment

DDC Guidance for Stock Readiness and COSIS

A. THE DISTRIBUTION DEPOTs WELL:

1. Designate a depot Stock Readiness Program (SRP) coordinator to provide the needed emphasis required to effectively accomplish the objectives of the SR program.
2. Perform routine COSIS as identified within the SR program. Reimbursable COSIS will be performed on materiel as approved by the affected ICPs or DSCs and DDC where funding has been provided and applicable reimbursable Job Order Number/s (JONS) have been established to charge for this effort. Report completion of reimbursable COSIS work to DDC-TM and affected ICP/DSC.
3. Prepare and process Supply Discrepancy Reports (SDRs), 364 (Rod), or 368 a Product Quality Deficiency Report (PQDR) when a discrepancy is found during the receipt process, IAW SRP guidance. The depot SRP coordinator will follow up with applicable ICP/DSC to assure receipt of documentation. Refer matters of concern that cannot be resolved at the depot level to DDC SRP monitor.
4. Track SR actions on materiel requiring P&P upon receipt that does not require Initiation of a SDR due to cost however is reimbursable. A local form may be used to capture and report data to applicable ICP/DSC. The report shall include a depot control number for the reporting depot, ICP, JON, Shippers Document Number, NSN, DSS control number, CC, quantity, material Cost, labor cost and any relevant remarks. Forward a copy to applicable ICP/DSC and DDC-TO SRP/COSIS program manager on a monthly basis.
5. DSS will provide monthly, a list of material in storage requiring routine COSIS Based on published serviceability standards and stock surveillance (i.e.. for multiple NSNs with locations in the same general warehouse area/s, shelf life, etc.). Those NSN reviewed that require reimbursable COSIS; a list or 1225 will be provided the ICP/DSC for screening and approval. Include items not packed in reusable containers when ICP/DSC packaging file requires reusable containers. List will include National Stock Number (NSN), Quantity, NOUN, estimated cost of manpower, estimated material cost and a brief description of the discrepancy or defect causing requirement.
6. Perform routine COSIS inspections such as cyclic inspections and surveillance Testing of materiel in storage. Prepare and process DD Form 1225 to request approval to perform reimbursable COSIS when the efforts to correct the discrepancy will exceed one hour per storage location. A copy will be forwarded to the applicable ICP/DSC and the DDC-TO SRP/COSIS program manager.
7. Prepare and process DD Form 1225 to report packaging, efforts accomplished as a result of packaging materiel incident to shipment. Packaging above minimal military packaging IAW SRP. This action is reimbursable regardless to cost. A copy will be provided to the applicable ICP/DSC and to the DDC-TO SRP/COSIS program manager.
8. Perform functions exercising the First In/First Out concept to the fullest extent practicable through rotating stock and making shipments with the oldest stock

first. This practice will enhance the prospect of a serviceable item being Shipped to the customer.

9. Operate active reusable container reclamation program at those depots supporting, maintenance operations.

B. DDC-TO SR PROGRAM MANAGER WILL:

1. Provide SRP/COSIS guidance to Depot Commanders and depot Stock Readiness coordinators for program compliance.
2. Conduct on-site reviews of the depot SR program.
3. Monitor the program for depot and customer conformity to directives.